



THE CITY OF EAST ORANGE, NEW JERSEY

LESTER E. TAYLOR III, MAYOR

The Department of Recreation & Cultural Affairs

1 Fellowship Circle, East Orange, NJ 07017

Summer Seasonal Employment

Summer is one of our most popular employment seasons. Each year, the number of summer applicants increases, exceeding the number of seasonal employment opportunities available. Please understand that there will be a limited number of positions. Listed below are important dates and information for completing your Seasonal Application:

Applications Available from March 1st thru May 1st, 2016 (extended)

Arts & Crafts	Water Safety Instructor	Park Director (CPR & 1st Aid Certification Required)
Camp Counselor	Lifeguard	Recreation Leader
Office Attendant	Pool Attendant	Recreation Aide
CDL - Driver	Pool Security	Laborer

Requirements for submitting application:

Your resume' must be attached when your application is submitted.

1. **Must be willing to submit to a Criminal & Sex Offender background check and a drug screening.**
2. Must include **3 letters of reference**. (References from relatives will not be accepted)
3. Must submit employment application within time frame above specified. Application & documents can be submitted in person at the Recreation Headquarters or via email to: **TeamEO@eastorange-nj.gov**

Interview Process:

1. Interviews will be conducted between the months of March and May.
2. If you are being considered for Summer employment, upon review of your application package, you will be contacted by phone for an initial interview with the designated Recreation Program Coordinator.
3. After your initial interview, if you are being considered as a candidate for Summer employment, you will be scheduled for a second interview with the Recreation Director if there is interest expressed in your candidacy.

PLEASE NOTE:

Completing an application and/or interviewing for a position, DOES NOT GUARANTEE employment. All employment packages are subject to FINAL APPROVAL by the City Administrator, before employment will be offered.

Thank you for your interest in applying to East Orange Recreation for Seasonal Employment.

2016